

Hawthorn Parish Council

Recruitment Policy & Procedure

1. An advert will be drafted giving consideration to the person required and the qualification and experience needs to fulfil the post.
2. Adverts will be placed:-
 - on our web site
 - in our newsletter and electronic newsletter
 - through CDALC
 - through the SLCC
 - and any other appropriate location
3. A Candidate Pack, which includes the application form, job description, person specification, equal opportunities questionnaire and information on the specific service will be sent to each applicant.
4. A closing date will be set for two weeks after the advert has been published.
5. Short listing will take place one week after the closing date.
6. This will be done by:-
 - Discarding all applicants who do not meet the essential criteria as stated in the person specification.
 - Consider how well the remaining applicants meet the desirable criteria.
 - And then rank each candidate in priority order or scoring order.
7. Interviews will be held two weeks after the short listing.
8. A practical session may form part of the interview and will be arranged before the formal interview takes place. Interviews will be conducted by Officers, and occasionally Members depending on the grade and each applicant's knowledge will be tested using the interview questionnaire and appropriate scoring system.
9. The position will be offered to the successful candidate subject to the receipt of satisfactory references